



OFFICE OF ADMISSIONS & RECORDS

50 Phelan Avenue • Conlan Hall, E-107 • San Francisco, CA 94112 • 415.239.3286 • FAX 415.239.3936

Maintaining Your Attendance Rosters

No Shows

- No Shows are students who appear on your class list but have never physically appeared in your class.
- All No Shows must be cleared off your class lists. It is strongly advised that you drop your no shows before or on Census Day.
- Your course syllabus should include your attendance policy including the dropping of no shows or students who have stopped attending.
- For online courses, a No Show is a student who has not engaged in academic related work.

Students Who Stop Attending

- If a student who initially attended your course but has since stopped coming; the student should be dropped based on the last date of attendance.
- Do not wait till the end of the semester and attempt to retroactively drop a student. Take care of it now.
- It is easier to reinstate a student than it is to attempt to drop a student retroactively.

Census Reporting

- It's how we receive funding. It is also mandatory.
- It cannot be emphasized strongly enough; census reporting must be submitted by the deadline date. For full term courses, check the faculty instructional calendar. For short term courses, please look for emailed notification to your ccsf.edu account (not CCSFmail).
- Do not delay reporting if you are waiting for students to register in your class.

Adding students

- If you have students who want to add your course starting on the first day of class; it is strongly recommended that you utilize the waitlist until you exhaust the list. You can then use registration dates.
- Make sure you provide the correct add codes.
- If you run out of add codes, please contact ITS at x3534 to obtain more codes.
- Every student in your class must be officially registered otherwise they cannot remain in the course.

Dropping students

- The online system is designed so that attendance is updated regularly.
- You will not be able to retroactively drop a student using a date prior to an expired deadline. Example: You will not be able to drop a student for a full refund during the last day for instructor initiated withdrawal.
- If a student shows up on your final grade list, you are obligated to provide the student with a grade. You will not be able to withdraw students on the final grade roster.